BOULDER CITY LIBRARY BOARD OF TRUSTEES MEETING  
Minutes from the May 24, 2018 meeting for the June 2018 meeting.

Members Present: Jeff Breeden; Chair, Ann Langevin, Rachel Hunt, and Erica Tietjen.
Also Present: Director Kimberly Diehm, Assistant Director and Head of Cataloging and Processing Anne Karr, Attorney Kendra Follett - Sherman & Howard, Pastor Russ Marsh, Mary McClellan, Deanna Duffy, and Martin Einert.

The regular meeting of the Library Board of Trustees was called to order at 7:03 p.m. by Chair Jeff Breeden.

I. Pledge of Allegiance: Led by Rachel Hunt

II. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada’s Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

Deanna noted public confusion regarding whether there were two agendas because of the Budget Hearing. Jeff and Kim explained there would only be one agenda. There were no other comments at this time.

III. Consent Agenda: Matters considered routine by the Board of Trustees and which may be enacted in one motion. Any item, however, may be discussed separately per Board member request. Any exceptions to the Consent Agenda must be stated prior to approval.

Ann offered a request for correction to page 4 of the April 18th meeting. Anne asked for clarification on the same page about a 30 cent figure, and Kim reported that Marita had asked for correction on page 5 about wording for the placement in the month for the Budget Hearing. There were no comments on the expense sheet or agenda itself.

Ann Langevin moved that the consent agenda, minutes of the regular meeting of April 18, 2018 as amended, and bills paid of $71,901.11 from the previous month be accepted. Erica Tietjen seconded. Motion carried.

IV. Reports:

Kim had nothing to add to the written reports. Rachel asked about Mountain Plains Library Association and was curious to know where they are located. Rachel also noted she liked seeing the increase in youth volunteers. On behalf of the Board, Jeff thanked the staff for their efforts to advertise and present a wonderful 75th anniversary event. Deanna shared positive feedback she had received from the Henderson Public Library representative who had attended.

V. Public Hearing: The public hearing was declared open by Jeff Breeden at 7:14 p.m.
1. Discussion regarding approval of the 2018-2019 budget – Action Possible, Kim Diehm

The public was offered an opportunity to comment before action would be taken. No public comment was offered.

Jeff opened comment to the Board. Ann offered comment about the materials budget. She noted a decrease and yet she found an increase indicated in the narrative. She was concerned if a decrease occurred in the magazine portion, then funds needed to be add to another segment of the materials budget. She stressed libraries strive to keep a 15% rate within their budgets for materials. She noted the percentage has been 18% and even 20% at BCLD in the past and requested the percentage be looked at so the number did not fall too low.

Jeff expressed that of the $150,000 budget, less money can be the same rate. Discussion ensued about the inclusion of databases within the category and grant materials. Jeff mentioned he had not heard concern from the staff or public about a need for more resources. Ann indicated the library’s responsibility to preserve the appropriate amount for materials within the budget. If there is a decrease in an area, she stated money could be moved around to provide other materials. Rachel agreed with the value of looking at the percentage as a measurement. Erica noted the cessation of magazine publication and the transition to electronic format. The Board indicated support of a budget set at 15% for materials. Kim verified there are state minimum library standards which must be met and she volunteered to inspect the budget and run the numbers to provide the exact percentage of the materials budget for them.

Kim asked if they wanted to see any other changes.

Jeff asked about salaries going down. Jeff stated he was struggling to see that in a number but it was included in the narrative. Ann and Kim helped to locate that location.

Ann wanted to make sure there was enough money for ALA, PLA, and other educational opportunities.

Grant materials were explained next by Kim. She verified there had been a large grant this year which could not be expected next year. Rachel asked for an average. Kim said it is usually $3,000 or $4,000 but this year it had been $11,000. A discrepancy between the budget and the narrative was identified. Kim said she would correct the mistake.

Rachel expressed curiosity as libraries become more about services, how that will impact the budget in the future. Kim’s flexibility to have more money for spring books, as an example, without Board involvement was addressed by Jeff. He expressed he did not think the staff was feeling constrained by the budget and questioned what modifications The Board would like to direct Kim to make. Erica noted the dual appearance of items that needed correction.

On the subject of staff wages, Kim noted Jim had given a salary adjustment. Ann noticed the classification and compensation study indicated a line about compensation being determined by performance and not a general cost of living increase. The Board determined this would require a much longer discussion. Jeff pointed out the need for a compensation proposal from which to have such a discussion. Kim indicated she had the proposal ready. Rachel expressed she would
like to dedicate the right amount of time and suggested the subject be addressed next month. Jeff agreed and asked to have the item included on the June agenda.

Erica Tietjen moved to accept the budget with discussed revisions. Ann Langevin seconded. Motion carried.

The Budget Hearing was closed at 7:48 and the regular meeting was opened again.

VI. Report/Discussion/Action Possible: The agenda items in this section are for discussion and for possible action. The items may be heard in any order; two or more items may be combined for consideration; an item may be removed from the agenda; or discussion related to an item may be delayed at any time.

1. Consideration of a Resolution declaring the necessity of incurring a bonded indebtedness on behalf of the District; Determining the maximum amount of bonds to be issued; Calling a bond election to be held in conjunction with the general election on Tuesday, November 6, 2018, for the submission of the question of issuing the County’s general obligation bonds on behalf of the District; And providing other details in connection therewith and the effective date hereof – Action Possible, Kim Diehm

Kim read the wording exactly (as it appears above) as it was provided by Kendra Follett. She had nothing to add. Questions were entertained. Kendra Follett explained The County Registrar of Voters will be the authority on the arguments “For” and “Against”. We provide the committees and the Registrar writes them in.

Rachel moved for the adoption of the resolution. Ann seconded. Motion carried.

2. Boulder City Christian Fellowship interest in 651 Adams Blvd - Action Possible, Pastor Russ Marsh

Pastor Russ Marsh provided some biographical information and identified his long connection to Boulder City dating back to the 1980’s. He shared his background as a Lake Mead Ranger and a Boulder City Police Officer. He shared information about the pantry he had started and noted Boulder City Christian Fellowship is a different church because none of its pastors take a salary. He stated the church continually looks for projects offering outreach to the community and he also shared his position as Chaplain at the veteran’s home.

The pastor expressed the church’s interest in the building next door. He noted their desire to be good neighbors and explained their vision to renovate the building. He offered as Sunday neighbors, the parking lot would be cleared out before the library opened and would not impact the library. He indicated a desire to hold barbecues in the space and he knew of the library’s interest in an easement so he had come to discuss a way to be good neighbors.
Jeff indicated his appreciation for the communication and personal history. He agreed that it would be a wonderful use for the space. Jeff mentioned the City was orally aware of the library’s interest in the space. He asked if the church envisioned renovation or rebuilding. Pastor Marsh answered they planned upon renovation. He went further to share other possibilities the church could envision such as serving the youth of Boulder City. With the help of a Master Gardener member they could also foresee growing crops to share with the food pantry.

Jeff suggested they open item number three on the agenda and talk back and forth.

He brought up the question of whether the library plans would be compatible with a building still being there? He informed the pastor the library was not planning regular ingress from downstairs, however, a large crowd of people for Angel Tree would require additional space. He ruminated that there would be nothing incompatible with a church and suggested a purpose for controlling the parcel would be to prevent less desirable possibilities. He also indicated that should both parties decide they want the parcel they are not sure what the City will do. His impression was there was a third party interested as well. Pastor Marsh mentioned he thought the two groups could co-exist well.

Jeff opened the conversation to others. Kim expressed the library does not need building. Anne confirmed the inclination of the library’s need for the space more than the building. Jeff and Rachel brought up conversation that had been done during brainstorming about using the building for programming, storage, a desert garden, or more meeting space. The consensus was that an additional building was not necessary. The need for a portion of the land for library purposes more than the building was agreed upon.

Pastor Marsh shared Boulder City Christian Fellowship is currently meeting at the Sr. Center. Not having kitchen facilities is a disadvantage for funerals and he has been prevented from hosting the local Pastoral Association. Jeff expressed no concerns about being neighbors but invited conversation about long-term partnership should the two groups become competitors for the space. Possibilities were aired about renovation costs, shared signage, and ways to support the community based upon similar concerns.

Jeff asked the Board to direct Kim to communicate with LGA. He requested that she spend enough money to ask an engineer, without a complete plan, if the library can accomplish a driveway to the lower level if the building stays where it is. He asked to know if it is possible.

3 Library interest & easement issues concerning 651 Adams Blvd - Action Possible, Jeff Breeden

(This item was combined with number 2)
Kendra let Kim know the library can start advertising for these committees. The committees may have three individuals on the “For” side and three members on the “Against” committee. Kim indicated Deanna has volunteered. Jeff knows a gentleman as well. Amy Carvalho offered her services as well but the Board realized she has moved out of Boulder City and will no longer qualify as a non-resident. The Registrar is supposed to get the names. The Commission is waiting for the directive that the library is moving forward.

Jeff mentioned he had seen the library Facebook page advertising a request for members but he also suggested putting it in the newspaper. Kendra then answered questions about the process. She emphasized the requirement the arguments be factual and accurate. She warned wording can be problematic and difficult. Ann asked about the rebuttal process. The time obligation was discussed. Kendra explained the third Monday in July will be the deadline for submission. It became evident they did not have a lot of time. Qualification and suggestions for names were discussed. A registered voter living in the district within the city limits can be on one of the committees. Kendra reminded the Board they are prohibited from advocating. She advised factual, accurate statements both “For” and “Against” are best.

Jeff mentioned they needed to decide how to educate without advocating. Kim shared a proposed advertisement and it started a discussion about ways to quantify current facts and make the information tangible to people. Areas on the flyer that proved to be more subjective were pointed out. In order to help the public understand the vision, Rachel recommended offering current square footage with a comparison to the proposed youth area square footage or providing a number for additional meeting room footage. Jeff suggested the need for a possible fact sheet. Kim explained discussion for a trifold with more visuals. Erica offered that for those unfamiliar with the project, something comparative might be best. She suggested something qualitative and not just quantitative. Ann sees the promotion of what the space can be used for as a point for building excitement. Rachel mentioned different messaging for the library’s various users. Pointing out advantages not only to families the library services, but also to the improvements in access to the community’s Seniors. She identified the need to tackle education for all the different groups who utilize the library.

Jeff explained smaller presentation boards have been created and are available as visual aids for presentations. Jeff asked members if they were comfortable and had no aversion to doing presentations. The members were agreeable. Jeff will be talking to both Rotary Clubs. He suggested culling a list of groups that use the Community Rooms and asking to spend a few minutes sharing information with them. He mentioned having another open house.
Kim explained the Friends group has agreed to be a political action committee. Jeff warned they will reduce their charitable stature. He suggested they determine if they are willing to damage their tax exempt status and he wanted to make sure they understand the implication. He explained they could not use Friend’s money to make pamphlets. Jeff speculated they are a new group so they may not have understood when they agreed to be a political action committee.

Rachel has tactical ideas she can share. Contacts, profiles, and the library’s regular article can be useful as long as advertising never says “vote yes.” She suggested promoting what people do not know about the library and the volume of services provided; things like how many kids were taken care of over the summer or the number of crafting classes offered. Then people can make the connection to other possibilities. She advised promoting current successes. Jeff suggested sharing statistics in categories. The members mentioned Ancestry.com & Hoopla as places to see spikes in usage. The goal is to make the unengaged library user more inclined to be excited about it.

6 Discussion of initial ideas for café - Action Possible, Jeff Breeden

Jeff would like to ask the City about the possibility of issues with putting in a café before it is promoted too heavily. If the library is not likely to receive approval, he would like to know that now. Knowing upcoming hurdles will be helpful in their planning as well. A discussion followed regarding operator involvement in the planning of the facility and at what point after the bond issue passes an operator should be sought out. Preparing a shell to open after the library renovation versus operator involvement during construction was also brought up. Rachel suggested the Board be prepared for questions from the populous about the frivolity of a café. The Board shared positive conversation and enthusiasm encountered thus far about the possibility of a café.

7 Discussion of Library plans if bond issue does not pass - Action Possible, Jeff Breeden

Jeff was presented with the question at the Debt Committee meeting about what the library would do if the bond issue does not pass. He pointed out that the renovation is not a done deal and until November 6th they will not know if they can move forward with plans for the renovation. He would like to know from the staff, if the library is severely impacted and at the point of critical need. If the bond issue does not go forward he would like for the staff to think about what can be done with the $300,000 savings. He suggested continued savings and trying again at a bond issue after a few years as a possibility but he wanted to know if it would be possible to make due for those few years. He asked to see staff suggestions in the report next month. He asked whether with the current limitations the library can generally function alright or is it failing a huge segment of our community if the expansion cannot be funded.
Ann voiced community spaces seem to be the biggest issue right now. Kim followed up by sharing Workforce Connection resume classes and CSN classes have added to the room usage. The public is finding less room availability. The library has scheduled youth coding classes now as well. Rachel agreed it would mentally be a good idea to have a Plan B set. Jeff offered part of the plan might be to take another run at a bond in the future. He felt that figuring ways to mitigate the meeting room condition may also help with planning how to operate during construction and be helpful in the long run.

8 Renovation/Expansion Plan community questions & concerns - Action Possible, Jeff Breeden
   Jeff asked the public if they had anything they wanted to talk about. He then asked the Board and informed everyone this item will be on the agenda every month through October.

9 Discussion of Board to vacate June, July, or August meeting - Action Possible, Jeff Breeden
   Jeff explained the Board traditionally has taken one month off during the summer. This year, through the election, he suggested The Board be in session every month. The agendas may be short, but he emphasized the importance of being available to the public for questions and concerns throughout the process. The Board felt they could keep a quorum and still have members travelling.

VII. Announcements:
   1. Summer Reading Program Kickoff: Live Animals with Chuck Meyer from SNWA, 10am & 11:15am, Community Room, Tuesday, May 29, 2018
   2. Magician Tony Daniels, 3pm, Community Room, Friday, June 1, 2018
   3. Drop-In Coding, Grades 3-8, 6pm, Community Room, Mondays in June & July
   4. Boulder City Library Board Meeting, 7pm, Board Room, Wednesday, June 20, 2018

Anne added June 5th at 9:30 a.m. for the 75th Anniversary quilt presentation. Jeff suggested a representative be invited to the June 20th meeting to be recognized and thanked.

VIII. Citizen Participation: Items raised under this portion of the Agenda cannot be acted upon until provisions of Nevada’s Open Meeting Law have been completed. Therefore, any action on such items must be considered at a later meeting. Public comment is generally limited to 5 minutes per person.

Martin expressed he expected item 8 to include a recap of community questions and concerns. He asked whether concerns had been conveyed to the consultants. Jeff explained their job was over with the board delivery. The design is for the community to come and express themselves, but Jeff supposed if questions or comments are received they can be systematized and shared. That might spur conversation with the community.

IX. Adjournment:

Rachel Hunt moved to adjourn. Erica Tietjen seconded. Meeting adjourned at 9:00 p.m.